

CONFIDENTIAL

30 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Review of Directorate Functions
REFERENCE : Memo dtd 9 November 1973 to DD/M&S
fr D/Security, same subject

1. This memorandum is for information only.

2. In response to a verbal request from [REDACTED] I have set forth in the attachment those functions of the Office of Security considered to be of least importance to the mission of the Office and whose deletion would cause the least consequence or impact to its mission.

25X1A

3. The function having the least importance or impact, if deleted, is ranked first. The consequence of deletion increases in descending order. Staff personnel involved cover 10 per cent of the Office of Security's Table of Organization.

[REDACTED]
Howard J. Osborn
Director of Security

25X1A

Att

Distribution:

Orig. & 1 - Adse
1 - D/S
1 - PPB File ✓
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25X1A

[REDACTED] abh (28 Nov 73)

Regraded Unclassified when separated
from Classified Attachment(s)

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E2 IMPDET
CL BY 061626

25X9

Approved For Release 2000/05/31 : CIA-RDP83B00823R000600280010-1

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PRIORITY	TAB	FUNCTION	PERSONNEL
1	11	<u>Operational Support (Field)</u>	25X9
	18	[REDACTED]	25X1A
		Two positions in the [REDACTED] Office, and one position in the External Activities Branch/Security Support Division/Personnel Security and Investigations Directorate [REDACTED]	25X1A
25X1A		[REDACTED] would be eliminated. Need for this activity would have to be supplied by the user component. The deletion of these positions has been accepted by memorandum, DD/M&S 73-4502, dated 19 November 1973, subject: FY 1975 Personnel Position Reductions.	25X1A

PRIORITY	TAB	FUNCTION	PERSONNEL
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2




11

Operational Support (Field)

25X9

Two positions in the
[REDACTED] Office used
for accommodation support
would be eliminated. Need
for this activity would have
to be supplied by the user
component. The deletion of
these positions has been
accepted by memorandum,
DD/M&S 73-4502, dated 19 Novem-
ber 1973, subject: FY 1975
Personnel Position Reductions.

25X1A

PRIORITY	TAB	FUNCTION	PERSONNEL
3	11	<u>Operational Support (Field)</u>	 25X9
	25X9	 positions in the	
	25X1A		

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PRIORITY	TAB	FUNCTION	PERSONNEL
5	26	<u>Registry and Courier Service</u>	1

The activity of manifesting outgoing mail to the field offices of the Office of Security would not be continued as a service of common concern for all components of the Office of Security.

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PRIORITY	TAB	FUNCTION	PERSONNEL
6	25	<u>Security File Storage Control</u>	 25X9

The microfiche program would be eliminated. A security file storage control program would be continued with emphasis entirely on security file purging and retirement activities.


PRIORITY	TAB	FUNCTION	PERSONNEL
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7	47	<u>Reception Program</u>	25X9
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The receptionist posts serving the Chamber of Commerce Building, [REDACTED] 25X1A
 Building, and the South/Central/East Building complex, the Key Building, two posts serving the Ames Building, and the receptionist post serving the Interrogation Branch, Security Support Division, Personnel Security and Investigations Directorate, would be eliminated.

PRIORITY	TAB	FUNCTION	PERSONNEL
8	29	<u>Centralized Compartmented Clearance Records</u>	

25X9

The maintenance of a central record depository of active compartmented clearances for the Intelligence Community would be discontinued. The remaining  staff positions would be used to continue the maintenance of such a central record system on Agency employees only for the internal use of the Agency.

25X9

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PRIORITY	TAB	FUNCTION	PERSONNEL
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
11	42	<u>Plan, Develop and Conduct</u> <u>An Agency Safety and Fire</u> <u>Prevention Program</u>	25X9 
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In terms of protecting
classified information and
protecting intelligence
sources and methods, this
function could be removed
from the Office of Security
without devastating results.

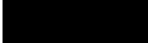

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PRIORITY	TAB	FUNCTION	PERSONNEL
13	34	<u>Information Systems Security</u> <u>Program Management Policy</u> <u>Development and External</u> <u>Support</u>	 25X9

	35	<u>Computer Security Guidance</u>	
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Tab 34 involves  25X9
 Personnel, and Tab 35 in-
 volves  25X9

In terms of the personnel and physical security mission of the Office of Security, the elimination of these functions would not be of serious consequence to the Office of Security.

The function under Tab 34 could be transferred to the Intelligence Community Staff as suggested in a memorandum to the Deputy Director for Management and Services from the Director of Security dated 9 August 1973, subject: Security Committee and NIO/USIB Interface.

The functions under Tab 35 could be assigned to the several computer components of the Agency, as the OJCS, NPIC, and the ISG/DDO, with general policy guidance being furnished by the Intelligence Community Staff as was also suggested in the above cited memorandum.

	PRIORITY	TAB	FUNCTION	PERSONNEL
25X9	14	53	[REDACTED]	[REDACTED] 25X9

Inspection Program

In reducing the number of Staff Personnel of the Technical Division committed to this function from [REDACTED] persons, low priority overseas facilities would be eliminated from the technical inspection program, and the domestic technical inspection program, except for the Metropolitan Washington area, would be discontinued.

25X9

DD/M&S 73-4502
19 NOV 1973

AB *Fake*
Functions
Statement

MEMORANDUM FOR: Director of Security

SUBJECT : FY 1975 Personnel Position Reductions

STATINTL

STATINTL

1. In order to reach the Director's goal for position reductions for this Directorate in FY 1975, I propose to accept your recommendation for a reduction of [redacted] positions as you have identified them.

2. If you have alternative suggestions or anything has occurred to require reconsideration of this proposal, your revised position must be in my office by noon on Wednesday, 21 November.

STATINTL

[redacted]
HAROLD L. BROWNMEN
Deputy Director
for
Management and Services

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
Review of Directorate Functions				
FROM:			EXTENSION	NO.
			5311	28 November 1973
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. AC/PPB	11/29/73		<i>[Signature]</i>	This has the concurrence of the office DDs.
2. DD/P&M	29 NOV 1973			
3. D/Security	29 NOV 1973		<i>[Signature]</i>	
4. DD/Security			<i>[Signature]</i>	
5.				
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